

DD/S 58-3317

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DD/S Notice No. 25-100-2

DEPUTY DIRECTOR (SUPPORT)  
NOTICE NO. 25-100-2TRAINING  
21 August 1958

## DISTRIBUTION OF TRAINING EVALUATION REPORTS

1. Effective this date, Training Evaluation Reports on Support Services personnel sponsored for training courses by Area Divisions and Senior Staffs of the Office of the Deputy Director (Plans) will be handled in accordance with the following procedure:

a. The Office of Training will forward an original and one, plus student copy, to the Training Officer of the student's career service.

b. The cognizant Training Officer will retain one copy of the Training Evaluation Report and, within three (3) work days after receipt, forward the original and the student's copy to the Training Officer of the DD/P component which sponsored the training.

The purpose of this change in procedure is to ensure that Career Services are currently informed and able to act promptly and effectively in matters of career management significance.

2. The Office of the Deputy Director (Plans) has requested that Training Evaluation Reports effected by this procedural change be handled as operationally sensitive and in accordance with the "need-to-know" principle.

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3 copies to 7LC

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